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**AFI36-2833, 13 May 1994, is supplemented as follows:**

"The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management - Developing and Processing Forms*, affects this publication."

**SUMMARY OF REVISIONS**

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes has been made to allow for the conversion process.

Section W (Added) -- **30 SW Safety Awards**

**Table 2. Safety Award Criteria**

AWARD	RECIPIENT	SEND NOMINATIONS TO	BY	APPROVAL AUTHORITY	AWARD RESPONSIBILITY
Individual Safety Award	30 SW Personnel	30 SW/SE	31 Oct	30 SW/SE	30 SW/SE
Unit Safety Award	30 SW Personnel	30 SW/SE	31 Oct	30 SW/SE	30 SW/SE
Quarterly Significant Contribution to Safety Award	30 SW Personnel	30 SW/ SE	Qtrly	30 SW/SE	30 SW/SE

**86. 30 SW Annual Individual Safety Award.**

**86.1. Purpose of Award.** The 30 SW Annual Individual Safety Award is presented to Vandenberg personnel at all levels for outstanding achievement in or contribution to safety.

**86.2. Who is Eligible.** All Air Force personnel, military or civilian, regardless of their duty position or unit of assignment.

**86.3. Selection Criteria.** The selections are based on individuals who, in the opinion of their commanders, made an outstanding contribution to the safety program, either by a specific event or a continued term of service.

**86.4. Nomination Procedures.** Each unit may submit their nomination to Ground Safety (30 SW/SEGB) by 31 October. Limit nomination letters to two single spaced typewritten pages. The format for nomination letters is as follows:

- Name and rank of nominee.
- Nominee's organization, include office symbol.
- Job title.
- A concise narrative stating:
  - What was done.
  - How it was done.
  - Its contribution to safety.

**86.5. Selection Procedures.** The 30 SW Safety staff reviews nominations for accuracy and completeness and submits recommendations to the Chief of Safety (30 SW/SE) for approval.

**86.6. Awards Ceremony.** An award certificate is presented at the January Quarterly Commander's Combined Safety Council.

**87. (Added) 30 SW Annual Unit Safety Award.**

**87.1. Purpose of the Award.** The 30 SW Annual Unit Safety Award is presented to the unit for outstanding achievement in, or contribution to, the Vandenberg AFB Mishap Prevention Program.

**87.2. Who is Eligible.** All host/tenant units, regardless of size, assigned to Vandenberg AFB.

**87.3. Selection Criteria.** The selections are based on a contribution to the base Mishap Prevention Program.

**87.4. Nomination Procedures:** Each unit may submit their nomination to 30 SW/SEGB by 31 October. Limit nomination letters to two single spaced typewritten pages. The format for nomination letters is as follows:

- Organization and number of personnel assigned.
- A brief summary of the unit's safety accomplishments.
- Unusual hazards or environmental working conditions abated by the unit.
- AF Form 3, **Hazard Abatement Plan** open/closed for the reporting period.
- Participation/attendance of unit safety representative (USR) at USR meetings.

**87.5. Selection Procedures.** The 30 SW Safety staff reviews nominations for accuracy and completeness and submits recommendations to 30 SW/SE for approval.

**87.6. Awards Ceremony.** An award certificate is presented at the January Quarterly Commander's Combined Safety Council.

**88. (Added) 30 SW Quarterly Significant Contribution to Safety Award.**

**88.1. Purpose of the Award:** The 30 SW Quarterly Significant Contribution to Safety Award is presented to the individual who identifies the most significant hazard to their commander, Unit Safety Representative, or 30 SW Ground Safety.

**88.2. Eligibility:** All personnel who identify and submit a significant hazard on AF Form 457, **USAF Hazard Report**, to 30 SW/SE.

**88.3. Selection Procedures:** The 30 SW Ground Safety staff, will review all significant hazards/contribution reports and make a selection.

**88.4. Awards Ceremony:** The award certificate is presented at the Quarterly Commander's Combined Safety Council.

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